

## Inter/Intra Governmental Payments Procedure

### Overview

A new procedure has been developed that will enable North Carolina Accounting System (NCAS) agencies to transfer money for all payment types to Cash Management Control System (CMCS) users. The new procedure allows transfers and payments to be completed through NCAS without producing checks. All payments are keyed into the Accounts Payable (AP) module. Automated transfer entries are generated into CMCS and the corresponding journal entries into the Budgetary Control (BC) module. E-mail notifications containing payment information currently found on the check stub are sent to the receiving agency notifying them of the payment transferred to them. The e-mails, in conjunction with new reports, are used as a record by the receiving agency as proof of payment. The agencies also post the payment or clear receivables as needed. The benefits to the State are as follows:

- money being transferred or paid between agencies no longer leaves the State Treasurer's account
- all payments are recorded in the NCAS AP module for future reporting and analysis.

The booking of the revenues and/or clearing of receivables will continue to be completed manually by the agency receiving the transfer.

The inter/intra government payment process works similarly to the current NCAS electronic payments process. One significant difference is the Office of the State Controller holds the bank records (ACH records) normally created and sent to the bank. The transfer of money occurs upon completion of:

- the sending agency "passing" the transfer.
- the receiving agency "submitting" the transfer.
- cash management approving the automated CMCS transfer.

### BAP Code

Currently each agency has its own Bank Account Payment (BAP) codes that are made up of the agency identifier and another character. Examples are, XXD, XXP, etc. For these payments a new (BAP) code has been set up that is shared by all NCAS agencies. The new BAP code is identified as **IGO**. The OSC sets BAP code IGO on the *Bank Cycle Control (BCC)* screen every night so that invoices are extracted for payment whenever the state agency sets its pay entity (XXPT) on the *Payment Cycle Control (PCC)* screen.

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## NOTES

Since all NCAS agencies will use the same BAP code for their inter-governmental payments, inquiries made on the *Payment List (PYL)* screen will be accomplished using either the IGO BAP code and the check number or by using the agency pay entity and vendor number. If one agency selects another agency's check number, security prevents them from viewing any further detail information.

## Vendors

NCAS agencies select and pay state government vendors from their XXPT (XX = agency ID) entities just as they do for any trade payment. The state government vendors are the vendors that are used by one state agency to pay another state agency. Your agency's vendors are those with your agency's name that all other NCAS agencies use to pay or transfer money to you. Each agency monitors and insures that its vendors are correct. The OSC does not accept changes or adds of your agency's vendors from anyone but the agency to which the vendor name and address belong. Many agencies require only one vendor for their agency. Other agencies may require more than one. For those agencies that require more than one, it is imperative that the information is accurate. Any bill/invoice sent by your agency must have a name and a remit to address that matches a vendor in the NCAS so that agencies paying the bill/invoice will have no question regarding which vendor to use. For the agency making the payment, **it is critical that the correct vendor be selected for payment**. If an incorrect vendor is selected, the automated transfer is sent to the incorrect location and the e-mail payment notification is sent to the wrong e-mail address. A good vendor name and description of the type of payment going to this vendor insures that the correct vendor is always paid. The vendor information can be viewed on the *Vendor Short Name Lookup (VSL)* screen and/or the *Remit to Vendor Setup (VRS)* screen. Again, it is each agency's responsibility to supply OSC with accurate vendor information for its agency's vendors.

The OSC sets each state vendor up as an electronic type vendor based on information supplied by the agency. The agency supplies the correct e-mail address to which the payment notifications will be sent. Also, the agency provides the OSC with the agency's CMCS four-digit department "transfer to" code to the vendor. The transfer to code is used by the NCAS when creating the CMCS transfer, and routing the transfer to the correct agency. Each vendor location has one "transfer to" location for CMCS and one e-mail address where the payment notification will be sent.

As mentioned earlier, the BAP code IGO will be used by all agencies. During the initial add of state agency vendors, and as new state agency vendors are added, the OSC will attach the IGO BAP code to the vendor record. This insures that IGO defaults onto any invoice that uses a state agency vendor. Whenever the state vendor is used, the IGO BAP code automatically defaults onto the *Invoice Work Sheet (IWS-2T)* screen. To insure proper payment, AP personnel should never change this default to another BAP code.

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## Reports

## *NOTES*

The following reports are used by the agency issuing the payment/transfer to an agency. Report ID **DETRPT** lists (by cash accounts) the company, budget code and fund for the journal entry for that day. Report ID **IGOTRANF** summarizes each budget code used on the **DETRPT** report. The final report, **TRANSDet**, summarizes (by department) the invoice paid for that day's transactions. An automatic transfer is processed in CMCS for the agency to pass to the appropriate agency that is to be paid. Use this report to pass transfers to the agencies paid for that day.

RMDSID13  
 REPORT ID : DETRPT  
 TIME : 08:10:18

ACCOUNTS PAYABLE  
 NCAS / CMCS CASH RECONCILIATION DETAIL  
 INTERAGENCY PAYMENT

PAGE : 3  
 DATE : 01/09/2004  
 C-AP-CMCS-NCAS-INTERFACE

CASH ACCOUNT: 111260  
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COMPANY	BUDGET CODE	FUND	TYPE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
1302	24100	2745	REGULAR		71.43	
			COMPANY TOTALS		71.43	71.43
			BUDGET TOTALS		71.43	71.43

RMDSID13  
 REPORT ID : IGOTRANF  
 TIME : 08:10:19

ACCOUNTS PAYABLE  
 CMCS INTERAGENCY TRANSFER SUMMARY REPORT  
 INTERAGENCY PAYMENT

PAGE : 2  
 DATE : 01/09/2004  
 C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	FUND	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
14100	1000		6.60	6.60
24100	2745		71.43	71.43
	AGENCY TOTALS		78.03	78.03

RMDSID10  
 REPORT ID : **TRANSDT**  
 TIME : 08:10:19

ACCOUNTS PAYABLE  
 INTERAGENCY TRANSFER REPORT  
 DETAIL INVOICES

PAGE : 1  
 DATE : 01/09/2004  
 C-AP-CMCS-NCAS-INTERFACE

DEPT	VENDOR NAME	PAY ENTITY	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	WK INVOICE AMOUNT
4100	NC DOA TEMPORARY SOLUTIONS	10PT	561130957H	TESTAGENCYIGO	08/18/2003	915.12
				=====		=====
				1		915.12
			TOTALS BY WK AGENCY	1		915.12

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## **NOTES**

The following reports are used by the agency receiving the payment/transfer from another agency. Due to the timing of the approval of the CMCS transfer, it may be that the agency has to hold the posting of some payment notification e-mails until the corresponding CMCS transfer has been approved.

The **TRANSTO** report shows prepared transfers by department code for all payments being made to your agency. The report totals (by budget code and agency) the transfers that passed to your agency for your agency's approval to OSC Cash Management.

The **TRANSTOV** report is sorted by agency number and is summarized by vendor. This report, in conjunction with the e-mail payment notifications, should be used by Accounts Receivable clerk(s) to post the receivable in NCAS. Before posting any payment received, it is important that the corresponding CMCS transfer has been approved. It is also important to note that an invoice may be listed under more than one budget code. The budget code is determined by the company/center entered on each line item of an invoice. If more than one budget code is used on an invoice, the invoice is listed and summarized by vendor.

RMDSID4100  
 REPORT ID : **TRANSTO**  
 TIME : 08:10:20

ACCOUNTS RECEIVABLE  
 INTERAGENCY TRANSFER TO REPORT  
 DETAIL INVOICES

PAGE : 2  
 DATE : 01/09/2004  
 C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
10	13700	10PT	561130957H	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2003	0001	915.12
				TOTAL FOR BUDGET CODE			1	915.12
				TOTAL FOR AGENCY			1	915.12
13	14100	13PT	561130957AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2003	0001	6.60
				TOTAL FOR BUDGET CODE			1	6.60
				TOTAL FOR AGENCY			1	6.60
				TOTAL FOR DEPARTMENT			2	921.72

RMDSID4100  
 REPORT ID : **TRANSTOV**  
 TIME : 08:10:20

ACCOUNTS RECEIVABLE  
 INTERAGENCY TRANSFER TO REPORT  
 DETAIL INVOICES

PAGE : 2  
 DATE : 01/09/2004  
 C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
10	13700	10PT	561130957H	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2003	0001	915.12
				TOTAL FOR INVOICE			1	915.12
				TOTAL FOR VENDOR			1	915.12
				TOTAL FOR AGENCY			1	915.12
13	14100	13PT	561130957AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2003	0001	6.60
				TOTAL FOR INVOICE			1	6.60
				TOTAL FOR VENDOR			1	6.60
				TOTAL FOR AGENCY			1	6.60
				TOTAL FOR DEPARTMENT			2	921.72

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**NOTES**

The following report, **EPAYTOT**, is utilized by the Cash Management Section of the OSC. This report summarizes all transfers prepared for that day's intra-governmental payments. Agencies may use this report to review all transfers that need to be passed to the receiving agency.

REPORT ID : EPAYTOT  
TIME : 08:10:18

ACCOUNTS PAYABLE CASH DISTRIBUTION REPORT  
TOTAL PAYMENT AND EPAYMENTS

PAGE : 1  
DATE : 01/09/2004  
C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
TOTAL BUDGET CODE 13700		915.12	915.12
TOTAL AGENCY 10		915.12	915.12
TOTAL BUDGET CODE 14100		6.60	6.60
TOTAL BUDGET CODE 24100		71.43	71.43
TOTAL AGENCY 13		78.03	78.03
TOTAL <b>INTERAGENCY PAYMENTS</b>		993.15	993.15

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**NOTES**

Two reports located in XPTR, series **OSCO PX** (X= C for P region and F for NC23 region) **NCAS-CMCS IGO TRANS RPTS** may be used to assist agencies when receiving payments with the inter/intra governmental process.

An Accounts Receivable report, **CASHMGT**, sorts the transfers received for a particular day by the budget code. A total is given for each budget code received. The total for each department code is also given, if all transfers are passed and submitted. This is your submitted total in CMCS for the day. This assists the CMCS personnel in submitting transfers that have a 'Passed' status for the day. This report prints the remittance advice, if available, under the invoice number.

RMDSID4100  
 REPORT ID : CASHMGMT  
 TIME : 22:33:36

ACCOUNTS RECEIVABLE  
 INTERAGENCY TRANSFER TO REPORT  
 DETAIL INVOICES BY BUDGET CODE

PAGE : 5  
 DATE : 08/13/2004  
 C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	PAY AGENCY	PAY ENTITY NAME	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	CHECK LINE NUMBER	CHECK NUMBER	INVOICE AMOUNT
14410	20	20PT DHHS CONTROLLERS OFFICE INVOICE 4410062004	56113095713	4410062004	06/30/2004	0021	000002337	13,695.78
TOTAL FOR BUDGET CODE: 14410								13,695.78
14411	21	21PT DHHS CONTROLLERS OFFICE BOX 56 20 02	56113095711	04060534	07/14/2004	0001	000002338	113.73
TOTAL FOR BUDGET CODE: 14411								113.73
14424	23	23PT DHHS CONTROLLERS OFFICE INV 04050025 ACCT 01 46 10 RE MAY 2004 SERVICES	56113095711	04050025	06/24/2004	0001	000002339	4.67
14424	23	23PT DHHS CONTROLLERS OFFICE INV 04060025 ACCT 01 46 10 RE JUNE 2004 SERVICES	56113095711	04060025	07/14/2004	0001	000002339	1.98
14424	23	23PT DHHS CONTROLLERS OFFICE DWIGHT PEARSON REGISTRATION FOR WILMINGTON NOV 2004	56113095714	REGIS-WILMNOV04	07/30/2004	0001	000002340	250.00
TOTAL FOR BUDGET CODE: 14424								256.65
TOTAL FOR DEPARTMENT : 4100								14,066.16

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**NOTES**

The report **TRANSTOA** is also an Accounts Receivable report and is useful for agencies with multiple vendor numbers. This report is sorted by vendor number and invoice number. It totals by invoice number and vendor number, and then ends with a grand total for the department.

RMDSID4100  
 REPORT ID : TRANSTOA  
 TIME : 22:33:37

ACCOUNTS RECEIVABLE  
 INTERAGENCY TRANSFER TO REPORT  
 DETAIL INVOICES BY VENDOR

PAGE : 5  
 DATE : 08/13/2004  
 C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	NAME	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	CHECK LINE NUMBER	NUMBER	WK INVOICE	AMOUNT
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095708	20043293	06/16/2004	0001	000002332		7.91
			TOTAL FOR INVOICE						1	7.91
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095708	20050238	07/23/2004	0001	000002332		6.60
			TOTAL FOR INVOICE						1	6.60
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095708	20050244	07/23/2004	0001	000002332		6.60
			TOTAL FOR INVOICE						1	6.60
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095708	20050247	07/23/2004	0001	000002332		7.91
			TOTAL FOR INVOICE						1	7.91
			TOTAL FOR VENDOR						3	22.42
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095709	PT 5295	06/29/2004	0001	000002334		449.00
			TOTAL FOR INVOICE						1	449.00
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095709	PT 5296	06/29/2004	0001	000002334		322.00
			TOTAL FOR INVOICE						1	322.00
2B	14430	2BPT	DHHS CONTROLLERS OFFICE	56113095709	PT 5317	07/27/2004	0001	000002334		390.00
			TOTAL FOR INVOICE						1	390.00
24	14440	24PT	DHHS CONTROLLERS OFFICE	56113095709	FY 04/#3	07/20/2004	0001	000002341		2,530.65
			TOTAL FOR INVOICE						1	2,530.65
			TOTAL FOR VENDOR						4	3,691.65
			TOTAL FOR DEPARTMENT						7	3,714.07

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**NOTES**

In XPTR report series **OSCO PX NCAS-CMCS IGO APPROVALS**, is a report that lists all approved transfers for a particular day. The report, **IGOTRF**, is useful in posting agencies' receivables, since agencies should post their receivables only after transfers have been approved. This report displays the total transfer, the approved transfer amount for each budget code and the grand total approved for that particular day. The remittance advice, if available, is printed for each invoice.

RMDSID3600  
 REPORT ID : IGOTRF  
 TIME : 04:02:59

INTERAGENCY PAYMENTS REPORT  
 APPROVED TRANSFER REPORT  
 FOR: 08/13/2004

PAGE : 3  
 DATE : 08/14/2004  
 C-AP-APPROVED-IGO-TRANSFERS

Office of the State Controller

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NCAS Training - August 19, 2004

TRF TO BUD CODE	TRF FROM BUD CODE	DATE ENTERED	ORIGINAL TRANSFER AMOUNT	SPLIT AMOUNT	TRANSFER PAY ENT	ENTITY NAME	VENDOR NUMBER	INVOICE NUMBER	INVOICE AMOUNT	PAYMENT NUMBER
13600	14470	08/11/04	294.00		27PT	DHHS CONTROLLERS OFFICE	56116152508	103664	294.00	000002263
			SERVICE FOR JULY							
TOTAL TRANSFER									294.00	
13600	24350	08/11/04	75.00		17PT	WILDLIFE RESOURCES COMMISSION	56116152510	0805088	75.00	000001564
			INV#0805088 080604 REIM FOR CLAUDE YOUNG SEPT 25-26,2003							
TOTAL TRANSFER									75.00	
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000363	41,436.00	000001565
			DCI 105000363	41,436.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000548	8,748.00	000001565
			DCI 105000548	8,748.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000363A	36.00	000001565
			DCI 105000363A	36.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000363B	72.00	000001565
			DCI 105000363B	72.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000548A	72.00	000001565
			DCI 105000548A	72.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	105000548B	36.00	000001565
			DCI 105000548B	36.00						
13600	24960	08/11/04	50,457.00		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152508	REG102004/102204	57.00	000001565
			SHP 2004 USERS CONFERENCE RALPH RAY							
TOTAL TRANSFER									50,457.00	
TOTAL FOR BUDGET CODE: 13600									50,990.80	
23600	14900	08/11/04	601.70		47PT	CRIME CONTROL & PUBLIC SAFETY	56116152509	104491	601.70	000001567
			CUST BS301							
TOTAL TRANSFER									601.70	
TOTAL FOR BUDGET CODE: 23600									601.70	
TOTAL APPROVED TRANSFERS:									51,427.70	

